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POSTAL RATE COMMISSION  
OFFICE OF THE SECRETARY

**Docket No. C2001-3**

**USPS Library Reference C2001-3/17**

**Local Requests For First-Class Mail Service Standard Changes  
Since May 19, 2001  
Identified In Response To DBP/USPS-149(c)**

The 10 requests identified in response to DFC/USPS-149(c) are numbered sequentially. Redactions reflect commercially sensitive local Customer Satisfaction Index scores, service performance data and volumes specific to particular origin-destination ZIP Code area pairs, as well as budget and transportation routing information specific to particular facilities.



April 26, 2002

SUBJECT: Service Commitments Las Vegas, NV – Reno, NV

MEMORANDUM FOR: Bruce A. Marshall  
Manager, Integrated Network Development

The Western Area is again requesting a service commitment upgrade between Las Vegas, NV, and Reno, NV, for First-Class Mail. Current service standards are 3-day each way. Las Vegas and Reno First-Class service standard was downgraded by error during the 1999 service realignment. As shown on the attachments, in October 1999 the Western Area requested a correction to this error but was informed the service standard database was locked from changes.

Operational plans and transportation are in place to support consistent two-day service. Attached please find document showing the ZIP Code changes requested.

A handwritten signature in black ink, appearing to read "Walt Olsen", written over the printed name.

Walter B. Olsen  
Manager, Operations Support

Attachment

Distribution: Craig G. Wade, Vice President, Area Operations  
Donald A. Dietz, Manager, Distribution Networks Office

WBO:BDJ:by

MANAGER, OPERATIONS SUPPORT  
WESTERN AREA OFFICE



October 4, 1999

SUBJECT: Service Realignment

MEMORANDUM FOR: **Joseph Harris**  
Manager, Service Management Policies & Programs

The Western Area has requested that Spokane and Reno be considered ADCs for establishing service commitments under service realignment. This is not a request for these offices to become National ADCs; rather to be considered ADCs for realignment purposes only.

We are in the process of finalizing the Headquarters realignment package, due on October 15. To meet this October deadline, we need to know if Spokane and Reno are going to be considered ADCs. My staff cannot finalize this package until we know of your decision. Attached are the changes that would be made to the service commitment system if Spokane and Reno were considered ADCs for service realignment.

I am also requesting an exception to the National Clearance Time for the Billings P&DC of 0500. The following information is presented to justify this request.

- The Billings plant processes massed two and three-day states volumes for SCF 592, 593 and 595. The critical entry time for these massed volumes is 0130. This CET was established based on the arrival times of the air taxis from these sites. Upon arrival these volumes are worked through automation, mechanization and manual operations.

**REDACTED**

Currently there is no transportation in place to support the national CTs. Contained within the service realignment initiative is a proposal for new surface transportation connecting the Billings plant with Spokane and Seattle. When the transportation becomes effective, the plant would designate this trip as their DOV for their two and three volumes, making it necessary for them to adjust their processing procedures and staffing. The plant would then commit to a 0430 CT for their two and three day surface and air volumes.

The Western Area also requests approval to move the mail flow for SCF ELY NV 893 from ADC Salt Lake City, UT to originate and destinate through ADC Las Vegas, NV. We have received concurrence from the Pacific Area regarding Standard B ZIP 893 moving from the

- 2 -

Denver BMC to the Los Angeles BMC (see attached). The required reports have been extracted from CIS and we have initially identified the following 3-digit to 3-digit required to accommodate the logistics change for ELY NV 893 (attached).

If you have any questions or require additional information, please contact David Lindlief of the DNO staff at 253/874-7303



Walter B. Olsen  
Manager, Operations Support

**Attachments**

Distr. John Rapp, VP Field Operations Support  
Charles J. Olecky, Manager, Distribution Networks  
Stephen F. Johnson, Manager, Networks

**RENO & SPOKANE ADC's****PROPOSED CHANGES:****DESTINATING: RENO**

ORIGIN	MILES	HOURS	MODE
Seattle, WA	747.1	17:03	3-Day Surface
Portland, OR	571.5	12:43	3-Day Surface
N. California	220.3	4:32	2-Day Surface
San Diego, CA	571.8	12:17	3-Day Surface
Phoenix, AZ	777.1	17:24	3-Day Surface
Tucson, AZ	888	19:37	3-Day Surface
Albuquerque, NM	1086.7	22:37	3-Day Air
Denver, CO	1054.5	19:24	3-Day Surface
Spokane, WA	794	17:56	3-Day Surface
Boise, ID	423.3	9:45	2-Day Surface
El Paso, NM	1417.9	30:26	3-Day Air
Omaha, NE	1454.2	28:35	3-Day Air
Wichita, KS	1565.8	30:52	3-Day Air
Oklahoma, OK	1642.7	34:15	3-Day Air

**ORIGINATING: RENO**

Las Vegas, NV	445.3	10:57	2-Day Surface
---------------	-------	-------	---------------

**DESTINATING: SPOKANE**

Billings, MT	538.6	10:56	2-Day Surface
N. California	986.8	20:36	3-Day Surface

**ORIGINATING: SPOKANE**

Reno, NV	794	17:56	3-Day Surface
Cheyenne, WY	996.2	20:05	3-Day Air

**Proposed Service Standard Changes  
First-Class Mail**

Origin ZIP	Destination ZIP	Current Service Standard	Proposed Service Standard
864	894	3	2
864	895	3	2
864	897	3	2
864	961	3	2
889	894	3	2
889	895	3	2
889	897	3	2
889	961	3	2
890	894	3	2
890	895	3	2
890	897	3	2
890	961	3	2
891	894	3	2
891	895	3	2
891	897	3	2
891	961	3	2
893	894	3	2
893	895	3	2
893	897	3	2
893	961	3	2

894	864	3	2
894	889	3	2
894	890	3	2
894	891	3	2
894	893	3	2
895	864	3	2
895	889	3	2
895	890	3	2
895	891	3	2
895	893	3	2
897	864	3	2
897	889	3	2
897	890	3	2
897	891	3	2
897	893	3	2
961	864	3	2
961	889	3	2
961	890	3	2
961	891	3	2
961	893	3	2



#2

JUN 28 2002

June 27, 2002

WALTER O'TORMEY

SUBJECT: Service Standard Correction - Suburban MD to Indianapolis ADC

Two years ago, a number of commitment changes were made network-wide affecting First-Class Mail in the two- and three-day commitment areas. These changes were driven by a model. The model used point-to-point mileage as one of the primary parameters for assessing commitments.

Overall, the model effectively assessed opportunities to move three-day air pairs to two-day surface commitments. However, we have detected an overlooked anomaly in the commitment directory. SCF Suburban was moved to a two-day originating commitment to Indianapolis ADC in the program, based on the point-to-point mileage. However, Suburban does not generate sufficient volume to warrant point-to-point service. ADC Indianapolis from SCF Suburban MD is routed via the Capital Metro HASP. The Capital Metro HASP serves 11 plants with direct service to the Indianapolis P&DC. Only Suburban MD among them has a two-day service commitment. Thus, Suburban's two-day committed mail rides with the three-day mail from the rest of the Metro. The return service from Indianapolis is also three days. To correct this anomaly, we request the following change to the directory:

Origin: SCF Suburban MD 208-209  
Destination: ADC Indianapolis IN 460-469, 471-479  
Commitment: 3

Making this correction will also facilitate implementing the recent Logistics Order change incorporating SCF Gary 463-464 into ADC Chicago. As it stands, the current order would force two-day mail into an ADC separation with a three-day commitment—a graphic example of planning to fail.

Please contact Joseph Lennon, manager, Distribution Networks, if additional information is necessary at 301-618-4401.

A handwritten signature in black ink, appearing to read "Michael Cronin", with a horizontal line extending to the right.

Michael Cronin

Attachments

cc: Sylvester Black

MAILING ADDRESS  
16501 SHADY GROVE ROAD  
GAITHERSBURG, MD 20898-9998  
301 548-1410  
FAX: 301 548-1434

PHYSICAL ADDRESS:  
6 MONTGOMERY VILLAGE AVENUE  
SUITE 655  
GAITHERSBURG, MD



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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

06/27/2002

ADC CODE: 207 ADC SOUTHERN MD MD

-----ORIGIN-----  
ZIP CODE NAME

-----DESTINATION-----  
ZIP CODE NAME

PRI FCM PER PKG STD

206 SOUTHERN MARYLAND

459 CINCINNATI  
470 CINCINNATI (IN OFFIC  
480 ROYAL OAK  
481 DETROIT  
482 DETROIT  
483 ROYAL OAK  
484 FLINT  
485 FLINT  
486 SAGINAW  
487 SAGINAW  
488 LANSING  
489 LANSING  
492 JACKSON

2  
2  
2  
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2  
2  
2  
2  
2  
2  
2  
2  
2

← ADC 460 omitted  
(3-day commitment)

Report 1  
ADC 206 ORIGIN 2 DAY

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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

06/27/2002

ADC CODE: 460 ADC INDIANAPOLIS IN

-----ORIGIN-----  
ZIP CODE NAME

-----DESTINATION-----  
ZIP CODE NAME

PRI FCM PER PKG STD

460	INDIANAPOLIS	188	SCRANTON	3
		189	SOUTHEASTERN	3
		190	PHILADELPHIA	3
		191	PHILADELPHIA	3
		192	PHILADELPHIA	3
		193	SOUTHEASTERN	3
		194	SOUTHEASTERN	3
		195	READING	3
		196	READING	3
		197	WILMINGTON	3
		198	WILMINGTON	3
		199	WILMINGTON	3
		200	WASHINGTON	3

Report 2  
Reciprocal Commitment  
Pg 1 of 3

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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

06/27/2002

Report 2  
Page 2 of 3

ADC CODE: 460 ADC INDIANAPOLIS IN

-----ORIGIN----- DESTINATION-----

ZIP CODE NAME ZIP CODE NAME PRI FCM PER PKG STD

460	INDIANAPOLIS	201	NORTHERN VIRGINIA	3				
		202	GOVERNMENT	3				
		203	GOVERNMENT	3				
		204	GOVERNMENT	3				
		205	GOVERNMENT	3				
		206	SOUTHERN MARYLAND	3				
		207	SOUTHERN MARYLAND	3				
		208	SUBURBAN MARYLAND	3				
		209	SILVER SPRING	3				
		210	BALTIMORE	3				
		211	BALTIMORE	3				
		212	BALTIMORE	3				
		214	ANNAPOLIS	3				

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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

06/27/2002

ADC CODE: 460 ADC INDIANAPOLIS IN

-----ORIGIN----- DESTINATION-----

ZIP CODE NAME ZIP CODE NAME PRI FCM PER PKG STD

460	INDIANAPOLIS	215	CUMBERLAND	3				
		216	EASTON	3				
		217	FREDERICK	3				
		218	SALISBURY	3				
		219	BALTIMORE	3				
		220	NORTHERN VIRGINIA	3				
		221	NORTHERN VIRGINIA	3				
		222	ARLINGTON	3				
		223	ALEXANDRIA	3				
		224	RICHMOND	3				
		225	RICHMOND	3				
		226	WINCHESTER	3				
		227	CULPEPER	3				

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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

06/27/2002

SCF CODE: 208 SUBURBAN MARYLAND

-----ORIGIN-----		-----DESTINATION-----					
ZIP CODE	NAME	ZIP CODE	NAME	PRI	FCM	PER	PKG STD
208	SUBURBAN MARYLAND	460	INDIANAPOLIS			2	
		461	INDIANAPOLIS			2	
		462	INDIANAPOLIS			2	
		463	GARY			2	
		464	GARY			2	
		465	SOUTH BEND			2	
		466	SOUTH BEND			2	
		467	FORT WAYNE			2	
		468	FORT WAYNE			2	
		469	KOKOMO			2	
		470	CINCINNATI (IN OFFIC			2	
		471	LOUISVILLE (IN OFFIC			2	
		472	COLUMBUS			2	

Report 3

SCF 208 to ADC 460

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SERVICE STANDARD DIRECTORY  
ORIGINATING SERVICE STANDARDS

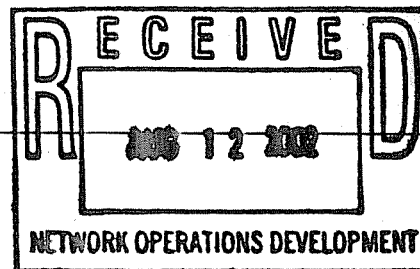
06/27/2002

SCF CODE: 208 SUBURBAN MARYLAND

-----ORIGIN-----		-----DESTINATION-----		
ZIP CODE	NAME	ZIP CODE	NAME	PRI FCM PER PKG STD
208	SUBURBAN MARYLAND	473	MUNCIE	2
		474	BLOOMINGTON	2
		475	WASHINGTON	2
		476	EVANSVILLE	2
		477	EVANSVILLE	2
		478	TERRE HAUTE	2
		479	LAFAYETTE	2
		480	ROYAL OAK	2
		481	DETROIT	2
		482	DETROIT	2
		483	ROYAL OAK	2
		484	FLINT	2
		485	FLINT	2

Report 3  
Page 2 of 2

MANAGER, OPERATIONS SUPPORT  
WESTERN AREA OFFICE



June 28, 2002

SUBJECT: Service Change Request

MEMORANDUM FOR: Bruce Marshall  
Manager, Integrated Network Development

The Western Area solicits your consideration regarding a service standard change request for the 598, 599 (Missoula, MT / Kalispell, MT) ZIP Code areas.

The 598 and 599 ZIP areas are currently a three-day First Class Mail (FCM) service commitment to 990 (Spokane, WA P&DC). The 990 service area includes Lewiston, ID 835, SCF Spokane 838 & 990-994, and Pasco, WA 993. The current 3-day Service Standard is supported by surface transportation that meets two-day commitments. The 2-Day FCM clearance time (CT) in Kalispell MT 599 is 2200, with an 0210 CT at Missoula MT 598.

Currently, origin 990 has a two-day service commitment to the 598, 599 facilities and we are confident a reciprocal commitment can be supported by the above surface.

**The Western Area requests an upgrade from 3 day to 2 day, for ZIP areas 598 and 599, to ADC Spokane WA 990.**

Origins 598 and 599 currently have a two-day FCM service commitment to the ADC Boise, ID 836. The 836 ADC service area includes 832 Pocatello, ID, 833 SCF Twin Falls, ID, 834 Idaho Falls, ID, and 979 SCF Boise, ID. The current service standard is not supported by any surface transportation that meets two-day commitments and current volumes do not support creation of HCR service. ADC Boise ID 836 is currently a 3-day Service Standard from Billings MT 590, which is the P&DC for ZIP areas 598 and 599.

Currently, ADC Boise has a three-day commitment back to 598 and 599. We feel a reciprocal commitment is appropriate.

**The Western Area requests a downgrade from 2 day to 3 day, for ZIP areas 598 and 599, to ADC Spokane WA 990.**

Please contact Don Dietz at 303/313-5152 if you have questions regarding this request and thanks in advance for your quick consideration of this request.

*for*   
Walter B. Olsen  
Manager, Operations Support

Distribution: Clair A. Brazington, Manager, Spokane District  
John J. DiPeri, Senior Plant Manager, Spokane  
Robert G. Klein, Manager, Big Sky District  
Donald A. Dietz, Manager, Distribution Networks

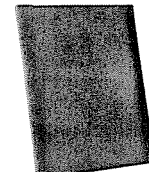
WBO:DAD:WL:sjg

1745 STOUT STREET, SUITE 700  
DENVER CO 80299-1000  
303/313-5001  
FAX 303/313-5002



UNITED STATES  
POSTAL SERVICE

4



November 6, 2002

Manager  
Service Management Policies and Programs  
USPS Headquarters: Rm 7620  
475 L'Enfant Plaza NW  
Washington DC 20260-1603

SUBJECT: Grand Rapids and Traverse City Michigan O&D Pair Service Change

The Great Lakes Area is requesting a service change from overnight to two day from the Greater Michigan Cluster for Grand Rapids Michigan 493-495 and Traverse City Michigan 496. According to the submission requirements listed in Option 26 of CIS, proposals for service standard adjustments must show "that the existing standard displayed in the Service Standard Directory is an apparent error due to obvious conflicts with logistics and operational parameters or other existing standards."

Grand Rapids (493) overnight clearance time is 2335. Traverse City (496) destinating Critical Entry Time is 0230 for SCF and 0240 for City. Traverse City is located 136 miles from Grand Rapids with a contractual drive time of three hours and ten minutes. Given these logistical facts, mail physically arrives at Traverse City at 0245, fifteen minutes after the critical entry time for SCF.

Traverse City's overnight clearance time is 2315. Grand Rapid's destinating Critical Entry Time is 0200 for both SCF and City. Using the same three hour and ten minute contractual drive time, mail arrives at Grand Rapids twenty-five minutes after their CET.

**GRAND RAPIDS 493**

***Destinating CET***

SCF 0200  
CITY 0200

***Originating CT*** 2335

*0225 arrival based on drive time  
Traverse City to Grand Rapids*

**TRAVERSE CITY 496**

***Destinating CET***

SCF 0230  
CITY 0240

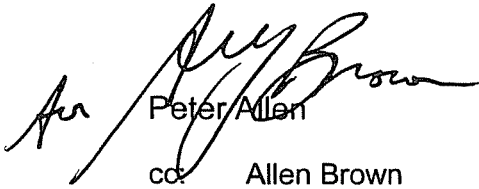
***Originating CT*** 2315

*0245 arrival based on drive time  
Grand Rapids to Traverse City*



The history behind these service standards goes back to 1995 when Traverse City opened a new mail processing facility. Prior to this time, Grand Rapids P&DC sorted Traverse City to the five-digit level, with an overnight commitment that was then logistically achievable. With the advent of Delivery Point Sequencing, Traverse City needed an earlier CET time to accommodate the increased processing time. Since this time, the Greater Michigan Cluster has been requesting to realign this O&D pair accordingly.

The current overnight service standard is based on processing times prior to Delivery Point Sequencing and the activation of a new processing facility. This submission to change the service standard to two day is only to reflect logistically what is reasonable and what is currently happening, and not a guise to improve service scores. If further information is required, please contact Patti Gebala, Networks Planning Specialist, at 630-539-6222.

  
Peter Allen

cc: Allen Brown  
Kelly Sigmon  
Chuck Howe  
Sam Leone

LAXM032A

TRANSPORTATION SUBSYSTEM

11/06/2002

10:19:59

CET AND CLEARANCE TIME INQUIRY

FACILITY: 493

MAIL CLASS: F2

```
----- DESTINATING MAIL -----
      TYPE          INCOMING CRITICAL      OUTGOING DOCK
                   DOCK ENTRY TIME          CLEARANCE TIME
-----
      SCF:           0200                   0730
      CITY:          0200                   0730
      ADC/SDC:       1735   2-DAY           2010
                   0800   3-DAY
      AADC:          1735   2-DAY           2010
                   0800   3-DAY
      RAIL:
```

```
----- ORIGINATING MAIL -----
LOCAL COLLECTION:   1945      OVERNIGHT:   2335
AMP COLLECTION:    1945      2 DAY:        2355
MASSSED VOLUMES:   0000      3 DAY:        0330
```

```
----- S E L E C T I O N -----
1.FACILITY: 493      2.MAIL CLASS: F2 3.DESTINATION:      MENU:
MESSAGE:  END OF REQUEST - PRESS PF3(EXIT)
          PF4(FAC) - PF5(CET) - PF6(TRANS) - PF7(AMC/AMF) - PF8(ED) - PF10(EX10)
```

## CET AND CLEARANCE TIME INQUIRY

FACILITY: 496

MAIL CLASS: F2

```
----- DESTINATING MAIL -----
      TYPE      INCOMING CRITICAL      OUTGOING DOCK
                  DOCK ENTRY TIME      CLEARANCE TIME
-----
      SCF:      0230      0600
      CITY:      0240      0830
      ADC/SDC:    0000  2-DAY      2330
                  0800  3-DAY
      AADC:      0000  2-DAY      2330
                  0800  3-DAY
      RAIL:
```

```
----- ORIGINATING MAIL -----
LOCAL COLLECTION: 1825      OVERNIGHT: 2315
AMP COLLECTION:   1930      2 DAY: 2315
MASSSED VOLUMES: 2330      3 DAY: 2315
```

```
----- S E L E C T I O N -----
1.FACILITY: 496      2.MAIL CLASS: F2 3.DESTINATION:      MENU:
MESSAGE:  END OF REQUEST - PRESS PF3(EXIT)
          PF4(FAC) -PF5(CET) -PF6(TRANS) -PF7(AMC/AMF) -PF8(ED) -PF10(EX10)
```

REDACTED PAGE

REDACTED PAGE

# NASS SCREENS

GRAND RAPIDS

Plant	<u>493</u>	Mail Class	<u>F2</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF	<u>0200</u>		
CITY	<u>0200</u>		
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection		<u>2335</u>	ON
AMP			2-Day
			3-Day

TRAVERSE

Plant	<u>496</u>	Mail Class	<u>F2</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF	<u>0230</u>		
CITY	<u>0240</u>		
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection		<u>2315</u>	ON
AMP			2-Day
			3-Day

Plant	<u>0</u>	Mail Class	<u>SP</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF			
CITY			
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection			ON
AMP			2-Day
			3-Day

Plant	<u>0</u>	Mail Class	<u>PP</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF			
CITY			
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection			ON
AMP			2-Day
			3-Day

Plant	<u>0</u>	Mail Class	<u>RG</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF			
CITY			
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection			ON
AMP			2-Day
			3-Day

Plant	<u>0</u>	Mail Class	<u>BB</u>
<b>Destinating</b>			
	<b>Dest</b>	<b>CET</b>	<b>CT</b>
SCF			
CITY			
ADC	2-Day		
	3-Day		
AADC	2-Day		
	3-Day		
<b>Originating</b>			
	<b>CET</b>	<b>CT</b>	
Local Collection			ON
AMP			2-Day
			3-Day

		Road	Dir	Near	Exit #	Time	Dist	Mi
		START - Start1						
	1	Michigan St NE	W	Grand Rapids MI		0:00	0.0	0.2
	2	Michigan St NW	W	Grand Rapids MI		0:00	0.2	0.0
	3	Ionia Ave NW	N	Grand Rapids MI		0:00	0.2	0.1
	4	Ramp	W			0:00	0.3	0.1
	5	I-196 (Gerald R Ford Fwy)	W			0:01	0.4	0.3
	6	Ramp	NW		77AB	0:01	0.7	0.1
	7	US 131	N			0:01	0.8	114
	8	M 113	NW			2:22	114.5	0.2
	9	SR 113 (E SR 113 M 113)	NW			2:23	114.7	10
	10	CR 611 (Brownson Ave)	N	Kingsley MI		2:38	125.2	11
		FINISH - Finish1						

**Total Distance: 136 Mi, Total Time: 2:57**

*CONTRACTUAL*

*DRIVE TIME*

*3 HOURS*

*10 MINUTES*

*TEL MIKE GARDON*



#5

November 25, 2002

MEMORANDUM FOR BRUCE MARSHALL  
MANAGER  
INTEGRATED NETWORK DEVELOPMENT

SUBJECT: Service Standard Change Request

The service standards for First Class Mail between Las Vegas and Albuquerque and between Las Vegas and Fresno are not reciprocal. The current standards along with PQ 1 EXFC scores through week 9 are:

<u>Origin</u>	<u>Destination</u>	<u>Standard</u>
Las Vegas	Albuquerque	3
Albuquerque	Las Vegas	2
Las Vegas	Fresno	3
Fresno	Las Vegas	2

REDACTED

The Pacific Area is requesting that Albuquerque to Las Vegas and Fresno to Las Vegas be changed to 3 day standard.

To accommodate these changes we propose the following changes to transportation between the pairs.

- Las Vegas and Albuquerque – route mail through the Van Nuys Surface Hub. Transportation between the hub and Albuquerque is service responsive. Maintaining Albuquerque to Las Vegas at 2 days would require air transportation.
- Las Vegas and Fresno – route mail through the Sacramento Surface Hub. Maintaining Fresno to Las Vegas at 2 days would require air transportation.

Thank you for your consideration of this request. If you need additional information please contact Cal Fujii at (650) 635-3057 or Stephanie Ann Blythe at (650) 635-3046.

A handwritten signature in black ink, appearing to read "Lee A. Jordan, Sr.".

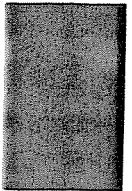
Lee A. Jordan, Sr.  
Acting Manager  
In-Plant Support

cc: Executive Board



Manager, Operations Support  
New York Metro Area

46



March 5, 2003

JOHN A. RAPP

SUBJECT: Service Standard Realignment Model Issues

A review of service commitments approved during implementation of the Service Standard Realignment model has highlighted several inconsistencies that are a cause for concern. Specifically, New York Metro origins modeled for a 2-day commitment to Columbus OH 430, Greensboro NC 270, Raleigh NC 275, and Roanoke VA 240 PDC's do not have a reciprocal service commitment.

The identified PDCs were granted exceptions during activation that resulted in their having a 3-day service commitment to the New York Metro Area. This absence of equal commitment increases the level of difficulty in resolving service issues by reducing common ground opportunities in transportation utilization and operation importance.

We realize that the reasons used to grant the exceptions are not known to us. But certainly any logistics challenges, whether they are travel time or congested roads, have an equal impact on both origins and destinations. Review of NASS database did not uncover any additional CT or CET challenges for the above mentioned plants. It appears that the challenge levels are similar and the service commitments should reflect that equality.

Based on the above, we again request a review of these anomalies. We submit that New York Metro originating service standards be modified to match the destinating service commitments to our Area from the Roanoke, Raleigh, Greensboro, and Columbus PDCs.

Would appreciate review and approval of our original request as soon as practical.

Raymond T. Murphy

cc: David L. Solomon  
Maria Morse  
Stu Gossoff

142-02 20TH AVENUE - ROOM 335  
FLUSHING NY 11351-0100  
718-321-5750  
FAX 718-321-7149

MANAGER, DISTRIBUTION NETWORKS  
GREAT LAKES AREA



March 6, 2003

Bruce A. Marshall  
Manager, Integrated Network Development  
Network Operations Development  
475 L'Enfant Plaza SW RM 6800  
Washington DC 20260-6800

**SUBJECT: Grand Rapids and Traverse City Michigan O&D Pair Service Change**

This letter is a follow-up response to your letter of December 2, 2002 (attached), concerning the same topic.

It was recommended that we review our proposal of downgrading Grand Rapids to Traverse from overnight, since such change would leave Traverse City without any originating overnight standards, other than to themselves. Based on that suggestion and realizing the potential for public scrutiny, we have re-evaluated our initial proposal to include an upgrade.

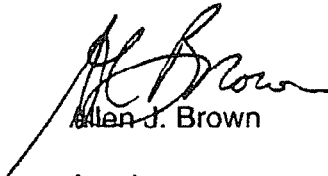
Our new proposal is to upgrade the service standards between Traverse City MI 496 and Gaylord MI 497 to overnight, to offset the downgrade of Grand Rapids MI 493 to Traverse City MI 496 to two-day.

Traverse City and Gaylord are currently two-day service to each other and cover a large geographical area. These three digit areas are located in the upper portion of lower Michigan, with facilities 63.2 miles from each other and have a similar customer base. SCF Traverse City service area covers 14 counties, over 500 square miles with 154,828 deliveries. SCF Gaylord service area includes the eastern part of the Upper Peninsula of Michigan, 10 counties, 7 islands, and 7,100 square land miles with 147,922 deliveries. Both Traverse City and Gaylord rely heavily on tourism as a major industry and an overnight commitment would be mutually beneficial to these 302,750 customers.

In order to accomplish this upgrade, changes would be necessary to the operating plan of Traverse City, as well as with transportation. Gaylord currently has a CET of 0135, which doesn't need to be changed. The operating plan for Traverse City, however, would need a CET of 0130 instead of the current 0230 (from Grand Rapids) to support DPS. With the necessary transportation adjustments, combine with the fact that the Great Lakes Area is in the process of updating all operating plans, these changes are achievable.

244 KNOLLWOOD DR FLOOR 3  
BLOOMINGDALE IL 60117-5040  
630-539-4802  
FAX: 630-539-7077

Concerning the downgrade, the distance of 136 miles between Grand Rapids and Traverse City has not changed. In the previous response, inconsistencies in Traverse City CT/CET's were pointed out using historical NASS screen printouts. What is consistent and has remained constant, is the fact that between Grand Rapids and Traverse City, it takes three hours and 10 minutes of contractual drive time. This drive time is not conducive to maintaining an overnight commitment. The request to downgrade the service standard to two-day is only to reflect logistically what is reasonable and what is currently happening. By submitting an upgrade to the original cluster downgrade proposal, we are addressing Greater Michigan's needs with the needs of the customer in mind. If additional support data is required, please contact Patti Gebala, Networks Planning Specialist, at 630-539-6222.



Allen J. Brown

Attachment

cc: Peter Allen  
Kelly Sigmon  
Sam Leone

December 2, 2002

Peter Allen  
Manager, Operations Support  
Great Lakes Area

SUBJECT: Grand Rapids and Traverse City Michigan O&D Pair Service Change

This is a follow-up response to your letter of November 6, 2002, same subject as above.

Before we can provide a decision regarding your request, there are a few Operating Plan issues which need clarification. As a result of earlier discussion with your area, we previously reviewed operations between these two plants in March 2002. At that time there appeared to be viable connections between the processing plants, so that the Overnight connectivity seemed readily achievable, even with the 3 hour and 10 minute Drive Time cited in your letter. At that time, there was 5 hours and 35 minutes available between the Overnight Clearance Time (CT) in Traverse City, and the SCF Critical Entry Time (CET) in Grand Rapids, as follows:

CT & CET factors from NASS in March 2002		
TRAVERSE CITY, MI 496	Grand Rapids, MI 493	CONNECTIVITY ANALYSIS
ORIGINATING CT	INCOMING CRITICAL ENTRY TIME @ DOCK	AVAILABLE DRIVE TIME BETWEEN Traverse & Grand Rapids CET
OVERNIGHT: 20:55	SCF: 02:30	5 hours and 35 minutes
	CITY: 04:00	7 hours and 5 minutes

After reviewing the same current data, it appears that the time available for connections between the facilities has decreased by 2 hours and 50 minutes, down to a total of 2 hours and 45 minutes:

CT & CET factors from NASS as of November 2002		
TRAVERSE CITY, MI 496	Grand Rapids, MI 493	CONNECTIVITY ANALYSIS
ORIGINATING CT	INCOMING CRITICAL ENTRY TIME @ DOCK	AVAILABLE DRIVE TIME BETWEEN Traverse & Grand Rapids CET
OVERNIGHT: 23:15	SCF: 02:00	2 hours and 45 minutes
	CITY: 02:00	2 hours and 45 minutes
Clearance Time has moved 2:20 later than in March 2002	SCF is now 30 minutes earlier and City is now 2:00 hours earlier	Net Connectivity Reduction: SCF: 2 hours and 50 minutes City: 4 hours and 20 minutes

4-11-02/PAF/SL/SJ

4-11-02/PAF/SL/SJ

4-11-02/PAF

Clearly, as stated in your letter, the available drive time is no longer adequate to make a viable connection. However, the issues would seem to be more involved than the DPS factors and the new facility issues identified in your narrative. The substantially later Clearance Time at Traverse City (at least versus what was shown in NASS in March) seems to be the major factor driving the Service Standard Change Request. This does not appear to be DPS or New Facility related. We would appreciate some clarification of these issues before we make a final decision in this matter. The advent of DPS has not caused wholesale advances in SCF/City CETs across the Network to the degree noted in this instance. However, we are very much interested in ensuring that FCM Service Standards are reasonably achievable.

I am sure you are aware of the close public scrutiny we receive in instances involving the downgrade of long-standing Overnight Service Standards. It is for this reason that we want to make sure that we have a full discussion of all the relevant factors prior to rendering a decision when such downgrade requests are proposed. This is particularly problematic in the case of potentially downgrading the Traverse City Overnight to Grand Rapids, as such an approval would leave Traverse City without any Originating Overnight Standards to another facility (excluding their own). As such, you may want to consider if there are any current 2-Day offices that may potentially be upgraded to Overnight from Traverse City, using the upgraded volumes to offset the downgraded.

If you have any questions in this matter, please contact me at 202-268-2856.

*Bruce A. Marshall*

Bruce A. Marshall  
Manager Integrated Network Development

cc: Mr. Brown ✓

MANAGER, OPERATIONS SUPPORT  
NEW YORK METRO AREA



May 29, 2003

JOHN A. RAPP

SUBJECT: Request to Realign Service Standard  
Reference NYMA letters dated March 5, March 25, and April 17, 2003

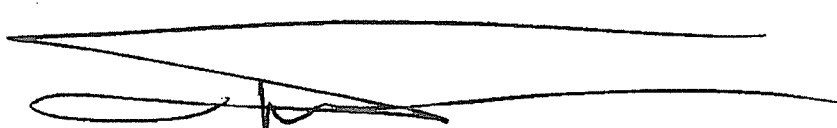
Rather than the earlier multiple changes we proposed, the New York Metro Area is requesting to downgrade a 2-day destinating service standard for one of our plants (Morgan P&DC) in order to provide better service for the remaining sites.

The service standard for Columbus Cluster to/from NYMA was established with a departure time to satisfy a 4:00 a.m. clearance for Morgan P&DC 2-day mail volumes. However, this hinders the earlier departure of mails from the remaining NYMA Clusters. Please note, on current transportation, mail from New York Metro arrives in Columbus for processing at 18:00.

To benefit the service, the New York Metro Area requests to change only the New York Cluster's service standard to Columbus from a 2-day to a 3-day standard. The benefit would be that transportation could leave earlier, thus improving service performance for the remaining Area Clusters. The reciprocal benefits to the Columbus Cluster will be an earlier return trip to New York Metro, which will provide the mail earlier for processing and offer the potential for higher service scores.

This requested change will not only benefit the majority of customers, it will improve overall service performance for all parties involved.

Thank you.



Raymond T. Murphy

cc: David L. Solomon  
Robert Williamson  
Maria Morse  
Jim Martin  
Robert Daruk  
Vinnie Malloy  
Stu Gossoff

142-02 20TH AVENUE - RM 335  
FLUSHING, NY 11351-0100  
(718) 321-5750  
FAX: (718) 321-7149



July 7, 2003

BRUCE A. MARSHALL

SUBJECT: Service Standard Modification Requests

Prior to activation of the Service Standard Realignment model the New York Metro Area was a national leader in First Class Mail service performance. After realignment we have experienced a service decline at variance with national improvement trends. One of the identified contributors to this situation was the granting of one way 3-day service exceptions to facilities modeled for 2-day service.

Of particular concern is Columbus Ohio 430. This plant, modeled as a reciprocal 2-day service pair with the NY Metro Area, received an exception that established them as a 3-day service origin to our Area. Despite our determined efforts to improve service through inter-area strategy discussions, on site reviews and establishing direct transportation we continue to experience low service achievement from New York Metro Area origins destinating ADC Columbus OH 430.

We have concluded that the only viable improvement strategy left is to advance the existing transportation to arrive at Columbus earlier. Current transportation arrives in Columbus at 1800 with a departure from the NYM Area linked to the 2-day clearance time of 0400 for the Morgan NY 100 plant (ZIP Codes 100-102). Earlier arrival and departure times would benefit all concerned by providing expanded processing windows and accelerated mail arrival.

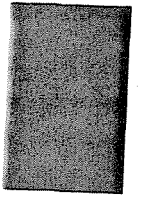
To accomplish this we request that Morgan NY 100 originating Service Commitment to Columbus Ohio 430 be changed from a 2-day to a 3-day standard. Downgrade approval creates a reciprocal environment that benefits everyone at no additional cost while providing the best chance for service improvement.

A handwritten signature in dark ink, appearing to read "Raymond T. Murphy", with a long horizontal line extending to the right.

Raymond T. Murphy

cc: David L. Solomon  
Stu Gossoff  
John Westrick

#10



**Erie District**

**Service Standard  
Change Request**



## Service Standard Change Request

Erie District requests that Service Standards for SCF 158 be aligned with the Service Standards for the Johnstown Plant (SCF's 155/157/159, and that Service Standard for SCF 163 and 167 be aligned with Service Standards for the Erie Plant (SCF's 164-165)

REDACTED

## Executive Summary

Over the years, as the Erie District and its predecessors have responded to new equipment receipts, we have made changes in where our mail is processed to fully utilize our upgraded machines. Because this occurred over the last 2 decades, as changes were coming at an intense rate, we've ended up with some complex mail flows and processes [TAB1]. We have tried to balance maintaining service standards with moving mail up the ladder. Sometimes those efforts have been stymied by these convoluted processes.

As we reviewed the data over the last few years we concluded that the only way to finish the process of automating and streamlining mail flow in the Erie District was to move all mail processing from the remaining small SCF's (158 Dubois, 163 Oil City and 167 Bradford) into the plants (Erie and Johnstown). This can't be done without re-aligning the service standards of those facilities to match those of their new host plants. We are requesting service standard changes to facilitate these processing changes [TAB 2]. We request that these changes, if approved, be implemented in Quarter 3 FY 04.

The requested changes would be to match the SCF 158 (Dubois) Service Standards with those the Johnstown P&DF, and match the SCF 163 (Oil City) and SCF 167 (Bradford) Service Standards with those of Erie. [see tab 2 for current vs. proposed commitments]. The SCF158 (Dubois) mail is currently processed in both Dubois and at the Johnstown P&DF. For specific details of the plan for SCF158 (Dubois) see [TAB 3]. SCF 167 (Bradford) is currently processed in both Dubois and Erie. For specifics for SCF167 (Bradford) see [TAB 4]. SCF 163 (Oil City) is currently processed in both New Castle and Erie. For details of the plans for SCF163 (Oil City) see [TAB 5].

These service standard changes would allow us to complete the movement to process all the mail for the very small SCF's in our plants, taking full advantage of the processing equipment that has already been deployed to those plants. Because our district is spread out across nearly a third of Pennsylvania, there are significant distances involved between many of our facilities. [see TAB 6 for maps of PA and our service commitments].

The current Service Standards preclude us from fully integrating these smaller SCF's into the plants, because SCF158 (Dubois), SCF 167 (Bradford) and SCF 163 (Oil City) are all overnight between each other, while the plants we want to process the mail (Erie and Johnstown) are not overnight to each other. [TAB 1] Nonetheless we believe these changes would be good for our customers, as the communities with a lot of common, would gain in overnight commitments, while those with less commonality will become two-day.

**REDACTED**

There are some significant banking ties in the Erie District that will be enhanced by these service standard changes. Northwest Savings, with its headquarters in Warren PA is currently two-day (within the Erie District) to its branches in SCF 167 (Bradford), SCF 163 (Oil City) and SCF's 155/157/159 (Johnstown). The changes would make it overnight to SCF 167 (Bradford) and SCF 163 (Oil City) leaving only the Johnstown area branches as two-day. There are no other impacted banking headquarters, but several other banks will see an increase in overnight service between their branches [TAB 8]

Another ancillary benefit can be illustrated by our University and Branch Campus connections. The Penn State Main Campus is in SCF168 (State Collge); they have a branch campus in Dubois (SCF158) and one in Altoona (SCF166). With these changes all three Penn State Campuses will be overnight to each other originating and destinating. In addition SCF167 (Bradford) has a branch campus for the University of Pittsburg. and the requested changes would give them overnight service to Pittsburg.

REDACTED

We do not expect any negative impacts on our CSM scores, as those questions relating to on-time delivery in the impacted SCF's (158, 167, 163) are currently similar to the scores in our other small SCF's (168, 155, 157, 160, 161, 164) [TAB 12], even though we struggle with service in our current processing configurations. The Erie District has achieved Yellow Jersey status for the past nine consecutive quarters.

REDACTED

Workhour savings will be possible, as we get more mail into the automated mailstream. The plants all have the Wide-Field-Of-View camera's, which significantly reduce manual letter volume. Dubois, with their old Westinghouse MPBCS will not be upgraded with the WFOV, and consequently current manual volumes will be reduced by moving all their processing to Johnstown. There will be some additional savings from the maintenance staff in the Dubois Post office by reducing one ET and one MPE who currently support the MPBCS. We have not quantified workhour savings from the processing operations, as the workload will be transferred rather than eliminated. We do believe that we will see significant workhour savings in the future from streamlining the process, but have not been able to quantify those. There will also be additional future savings in the Dubois CSBCS operation as that process is streamlined and re-evaluated. We believe that DPS percentages in Dubois will increase as a result of the plant equipment processing their mail.

Because of the relatively low volumes that will be involved, the Operating Plans at Johnstown and Erie would not be impacted. New Castle (currently running Pref Automation Letters for SCF163) would have a processing window that would allow them to consider adding additional DPS zones. Erie would be able to get all the mail to the 163 offices earlier (Meadville, Warren-home to major mailer Blair Corp, and Titusville in particular), allowing them to get their carriers back by 15:30 and increasing the 1800 Cancellations for Erie.

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**REDACTED**

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We have investigated this proposal thoroughly, and believe it is advantageous for both the Postal Service overall and for our customers. The submission requirement for requesting service standard changes can be found in menu item 5 of option 26 in CIS. We have reproduced the submission requirements and included them on tab 20. We would like to begin implementing these changes in Quarter 3 of this year.

### Current Processing plan for Erie District

		Outgoing Collections	Pre Letters automation	Std letters automation	manual letters	Pref Flats automation	Std flats automation	Manual Flats	Periodicals	Parcels	Bundled 3-digit	Priority	Express
Somerset	155	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Indiana	157	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Dubois	158	Johnstown				Johnstown	Johnstown		Johnstown			L&DC	
Johnstown	159	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Butler	160											L&DC	
												L&DC	
Kittaning	162											L&DC	
Oil City	163	Erie		Erie		Erie	Erie		Erie			L&DC	
Albion	164	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	Erie
Erie	165	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	Erie
Altoona	166	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	L&DC	Altoona
Bradford	167	Erie		Erie		Erie	Erie		Erie			L&DC	
State College	168	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	L&DC	Altoona

### Proposed Processing plan for Erie District

		Outgoing Collections	Pre Letters automation	Std letters automation	manual letters	Pref Flats automation	Std flats automation	Manual Flats	Periodicals	Parcels	Bundled 3-digit	Priority	Express
Somerset	155	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Indiana	157	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Dubois	158	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	
Johnstown	159	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	Johnstown	L&DC	Johnstown
Butler	160											L&DC	
												L&DC	
Kittaning	162											L&DC	
Oil City	163	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	Erie
Albion	164	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	Erie
Erie	165	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	Erie
Altoona	166	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	L&DC	Altoona
Bradford	167	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	Erie	L&DC	
State College	168	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	Altoona	L&DC	Altoona

## Chrrtent and Proposed Service Standards, Erie District

Erie District				
Originating O/N Service Commitments			Note: All Erie District Origininating/Destinating pairs that are not	
1st class & priority			Overnight are Two-day	
Origin Zip		Destination Zip	Proposed Overnight	Proposed two-day
155		150-159,166,168		
157		150-159,166,168		
159		150-159,166,168		
158		152,155,157-159,163,166-168	150-159,166,168	163, 167
160		150-154,160-163,444-445		
161		150-154,160-163,444-445		
162		150-154,160-163,444-445		
163		150-152,158,160-165	147,152,161,163-165, 167	150-151, 158, 160, 162
164		147,152,161,163-165	147,152,161,163-165, 167	
165		147,152,161,163-165	147,152,161,163-165, 167	
166		152,155,157,159,166,168,171		
168		152,155,157,159,166,168,171		
167		147,158,167	147,152,161,163-165, 167	158

# Chrrrent and Proposed Service Standards, Erie District

Erie District		Note: All Erie District Origininating/Destinating pairs that are not Overnight are Two-day	
Destinating O/N Service Commitments			
1st class & priority			
Dest Zip	Originating Zip	Proposed Overnight	Proposed two-day
155	155,157-159,166,168		
157	155,157-159,166,168		
159	150-159,166,168		
158	155,157-159,163,167	155,157-159,166,168	163, 167
160	156,160-163		
161	150-154,156,160-165,444-445		
162	160-163		
163	158,160-165	163-165, 167	158, 160-162
164	163-165	163-165, 167	
165	163-165	163-165, 167	
166	155,157-159,166,168		
168	155,157-159,166,168		
167	158,167	163-165, 167	158

## Dubois 158

SCF158 (Dubois) is located in north-central Pennsylvania. It is 75 miles from Bradford, 67 miles from Oil City and 104 miles from Johnstown. [TAB 6]

### Current Situation

Currently SCF 158 (Dubois) mail is processed in both Dubois and Johnstown. All originating Dubois mail except Priority and Express are processed in Johnstown (Priority at the Pittsburgh L&DC, Express at the Pittsburgh AMC). Destinating automation letters for both SCF158 and SCF167 are processed in Dubois on an antiquated Westinghouse MPBCS. Destinating automateable flats are processed in Johnstown. Manual letters and flats are worked in Dubois [TAB 1]. DPS for Dubois and two surrounding offices is run in Dubois on their 4 CSBCS's [TAB 21]. Destinating Standard mail and Parcel Post is received directly from the Pittsburgh BMC to be broken down to 5-digit. Upgradeable flats are dispatched to Johnstown for processing then returned to Dubois. Priority Mail, both originating and destinating, are processed at the Pittsburgh L&DC; Express Mail, is processed at the Pittsburgh AMC [processing plan]. The Dubois Post Office dispatches destinating mail to the 30 SCF158 Associate Offices, as well as to Bradford for SCF167 (Bradford). There is direct transportation between Dubois and the Pittsburgh AMC, Pittsburgh L&DC, Pittsburgh BMC, Johnstown P&DF and Bradford.

REDACTED



## Proposed Changes

With the Service Standard changes, we would eliminate the remaining trips between Dubois and Bradford, and Dubois and Oil City. These trips continue to run for small amounts of committed mail. ALL Dubois letters would be worked in Johnstown, and ALL Bradford letters would be worked in Erie. In fact, all Dubois mail originating and destinating except Priority, Express and DPS would be worked in Johnstown. The same would be true of SCF167 (Bradford) and Erie.

In the end, Dubois would be a cross-dock transfer point for SCF158 (Dubois) mail, with all mail worked in Johnstown except the CSBCS operation. This change will increase the automated mail by having the plant, who knows best what is automateable, work the mail, upgrade in house, then send out a finished product to Dubois. The Wide-Field-Of-View camera's on the DBCS in Johnstown will increase the DPS percent in Dubois. There would be no change in operating plan clearance times for Dubois.

## Impacts

Reliable consistent service would be provided between Dubois and their service pairs, as well as giving confidence to the customer as to when their mailpiece will be delivered. More mail would get into the automation mailstream, increasing DPS percents. Dubois has struggled with raising their DPS percents, which we believe is partly due to the lack of a Wide-Field-of-View camera on the MPBCS, which rejects more mail to manual operations. The increase in DPS percent would be a cost savings as well.

REDACTED

# Bradford 167

SCF167 (Bradford) is located on the northern edge of Pennsylvania. It is 97 miles east of Erie, 75 miles north of Dubois, and 91 miles north-east of Oil City. [TAB 6]

## Current Situation

Currently, SCF167 (Bradford) mail is processed in three locations: Erie, Dubois and Bradford. All outgoing mail except Priority and Express is processed in Erie. Destinating Preferential SCF letters are processed to 5-digit on automation in Dubois, while destinating standard letters are processed in Erie. Most upgradeable flats are worked in Erie, although residual amounts are worked manually in Bradford. Bradford does DPS for themselves and three nearby offices on their three CSBCS's [TAB 21]. All manual letters and flats, as well as parcels are worked in Bradford. Standard mail and Parcel post from the Pittsburgh BMC are worked in Bradford. Priority Mail, both originating and destinating, are processed at the Pittsburgh L&DC; Express Mail, is processed at the Pittsburgh AMC [TAB 1]. Bradford dispatches destinating mail to 21 surrounding service points. There is direct transportation between Bradford and the Pittsburgh AMC, the Pittsburgh L&DC, the Pittsburgh BMC, Erie P&DC and Dubois plant.

REDACTED

## Proposed Changes

With the service standard change, all Bradford's originating mail would be worked in Erie with the same standards as SCF164/165 (Erie). All the destinating mail would ultimately be worked in Erie, starting immediately with all the automateable SCF and Carrier Route. No Bradford mail would be worked in Dubois, and those transportation connections between Dubois and Bradford would be cut. Standard Mail and Parcel Post from the Pittsburgh BMC would be routed through Erie. Priority mail (originating and destinating) would continue to be worked by the Pittsburgh L&DC using current transportation. Express mail (originating and destinating) would also continue, as now, to be worked at the Pittsburgh AMC.

With all the destinating mail routed from Pittsburgh to Erie, and ultimately all worked in Erie, Bradford Post Office would be a cross-dock office for SCF167 (Bradford) mail, processing only DPS on their CSBCS. This change would increase the amount of mail going into automation as the destinating first class mail would be processed on modern equipment (DBCS) in Erie, which has been enhanced by the Wide Field Of View camera rather than on an antiquated Westinghouse MPBCS in Dubois.

\_\_\_\_\_  
\_\_\_\_\_  
**REDACTED**  
\_\_\_\_\_  
\_\_\_\_\_

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**Impacts**

Reliable consistent service would be provided between Bradford and their service pairs. More mail would get into the automation mailstream, increasing DPS percents and reducing the costs of mail service.

A net reduction in transportation costs will be realized as the Dubois-Bradford trips and the Pittsburgh BMC Bradford trip is eliminated and Erie District transportation is optimized for volumes and costs [TAB 13].

Bradford customers will see a net increase in the number of overnight destinations, with upgraded pieces significantly higher than downgraded pieces.

## Oil City 163

SCF163 (Oil City) is located in the Northwestern part of Pennsylvania. It is 60 miles from both Erie and New Castle, as well as 67 miles west of Dubois and 91 miles from Bradford. [TAB 6]

### Current Situation

Currently, SCF163 (Oil City) mail is processed in Erie, New Castle and Oil City. Originating letters and flats are processed in Erie. Destinating standard letters, as well as all flats are processed to the carrier route level in Erie. New Castle processes destinating first class letters to the carrier route level so we can meet the overnight service commitment from Pittsburgh to Oil City. DPS is done in Oil City on their 4 CSBCS's for both Oil City and Franklin [TAB 21]. Destinating Standard Mail and Parcel Post from the Pittsburgh BMC go directly to Oil City to be broken down to 5-digit. Upgradeable letters and flats from this breakdown are dispatched to Erie to be automated, then returned to Oil City. Oil City Post Office dispatches the destinating mail to the 43 SCF163 Associate Offices. Priority Mail, both originating and destinating, are processed at the Pittsburgh L&DC; Express Mail, is processed at the Pittsburgh AMC [TAB 1]. There is direct transportation between Oil City and the Pittsburgh AMC, the Pittsburgh L&DC, the Pittsburgh BMC, New Castle P&DF and Erie P&DC.

REDACTED

### Proposed Changes

With the service standard change, we would eliminate the remaining trip between Dubois and Oil City, which continues to run with small amounts (a tray and a tub each way) of mail. All Oil City letters, preferential and standard, and all flats would be worked in Erie instead of the current split between New Castle, Oil City and Erie). Ultimately, the Standard and Parcel Post would go to Erie and the trip to Oil City would be eliminated, although that would be one of the last steps of this change.

In the end, Oil City Post Office would be a cross dock office for SCF 163 mail, and the mail would all be worked in Erie except the CSBCS operation. This change would allow the final dispatches to Meadville, Titusville and Warren (larger AO's in the SCF163 area) to be received earlier. The carriers in those offices currently don't start till 7:30 because of the late receipt of the overnight mail from Pittsburgh. Under the proposal the carriers would be able to start at 7:00 and return earlier, getting their collection mail back to the Erie plant earlier. This would increase Erie's 1800 cancellations and improve the outgoing mail operation.

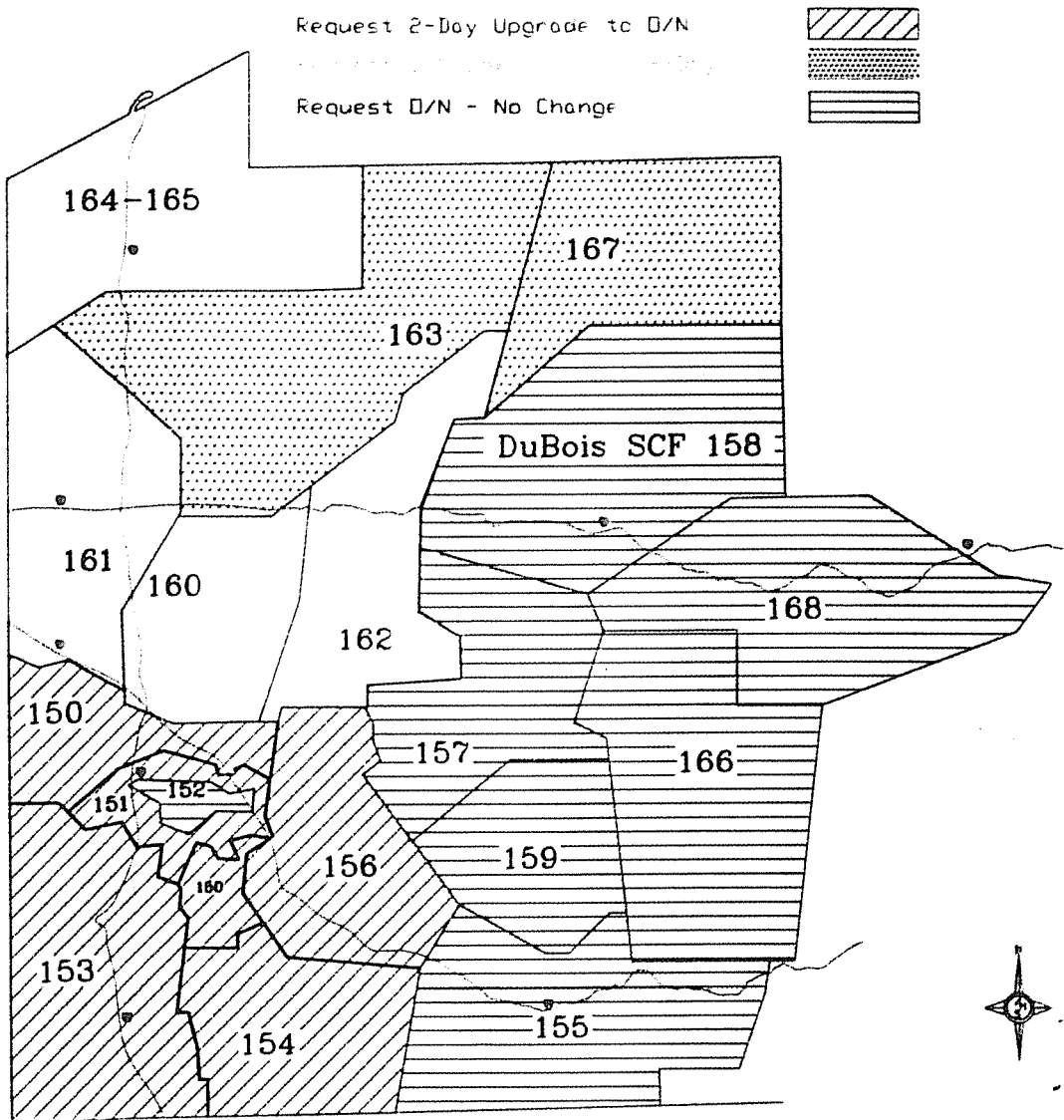
Oil City would lose it's overnight commitment to SCF158 (Dubois), SCF's 150/151 (Pittsburgh), and SCF 160-162 (New Castle) They would become overnight to Jamestown New York because of the current Erie Service Standards. [TAB 2]

### **Impacts**

Reliable consistent service would be provided between Oil City and their service pairs overall. More mail would get into the automation mailstream, increasing DPS percentages and reducing the costs of mail service. Transportation between Oil City and other facilities would be optimized for volumes and cost [TAB 13].

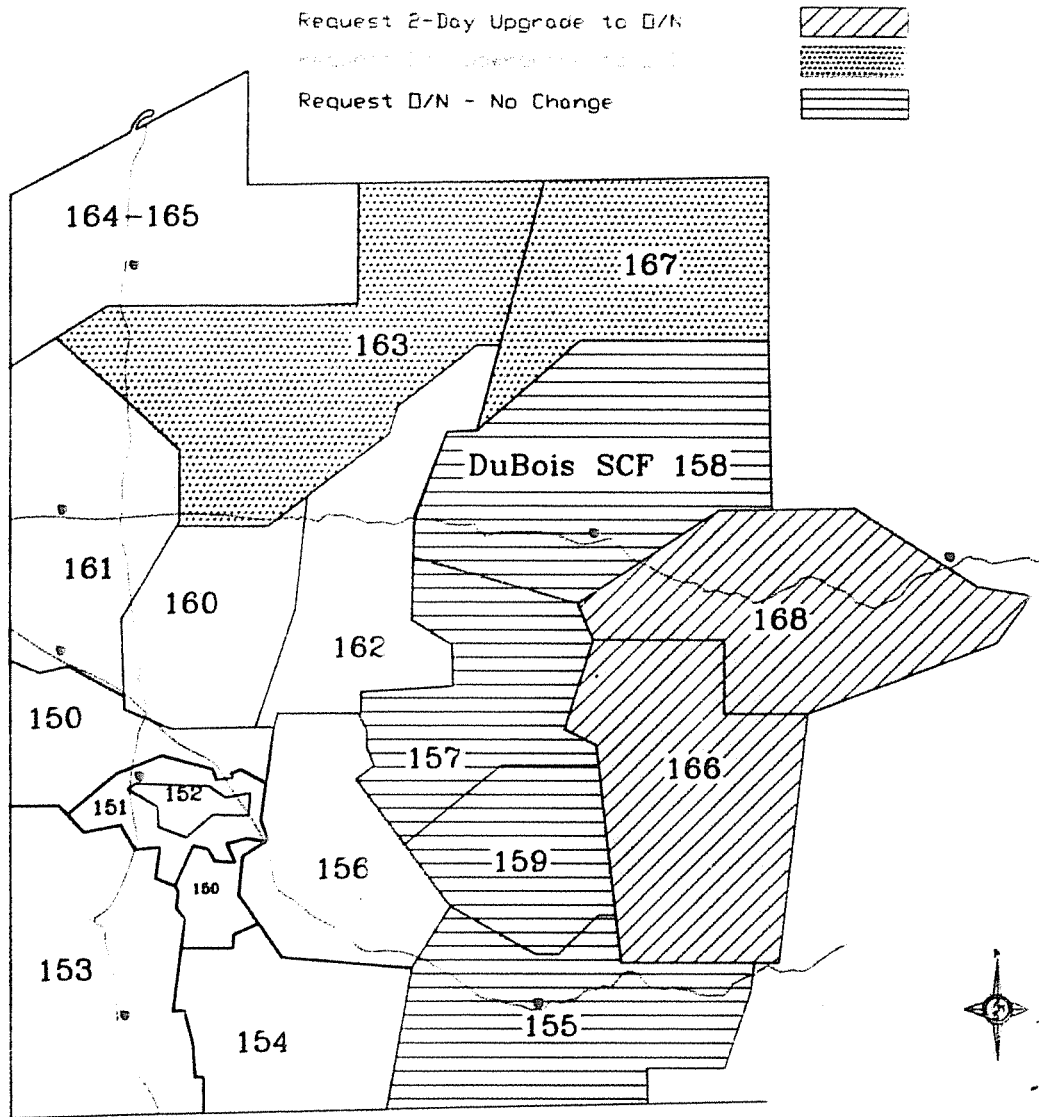
# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS DU BOIS 158 ORIGINATING



# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS DU BOIS 158 DESTINATING

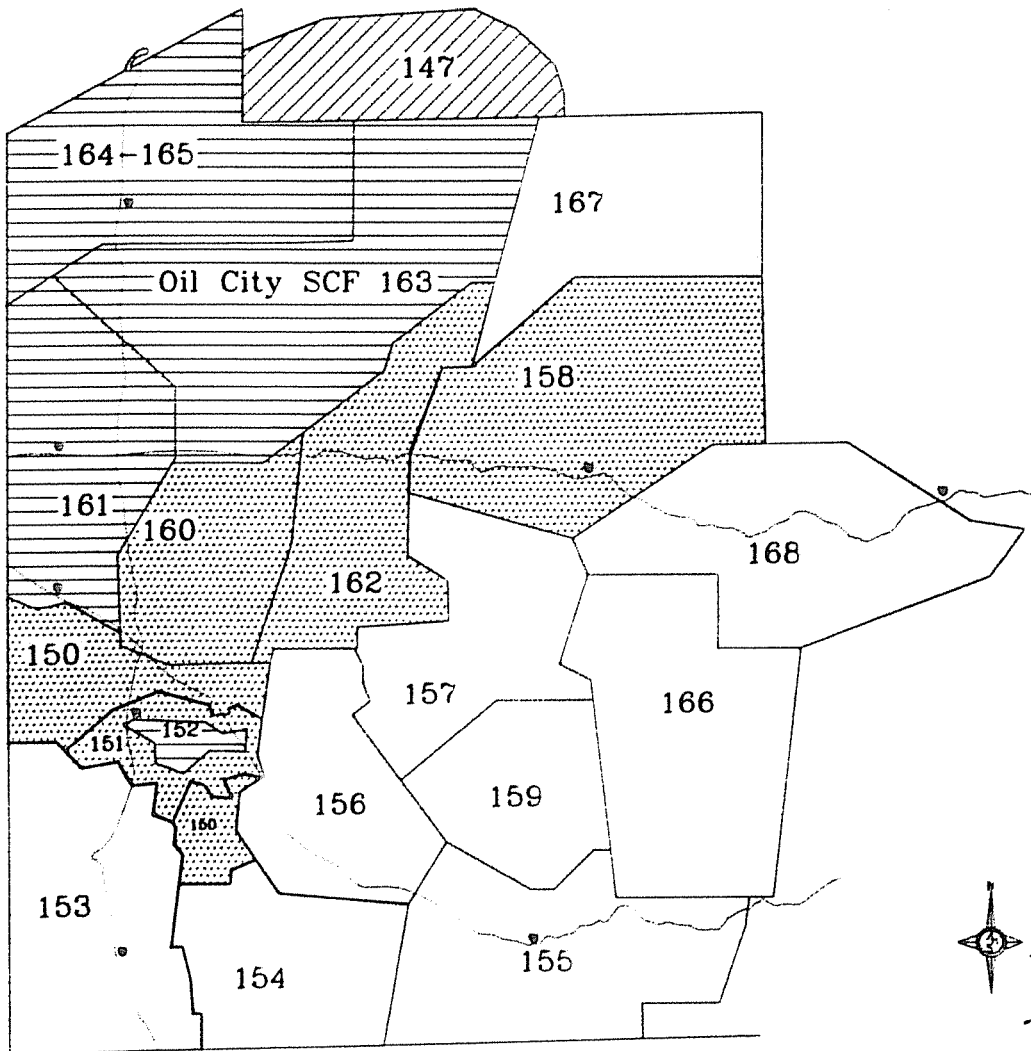
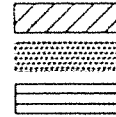


# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS OIL CITY 163 ORIGINATING

Request 2-Day Upgrade to D/I.

Request D/N - No Change



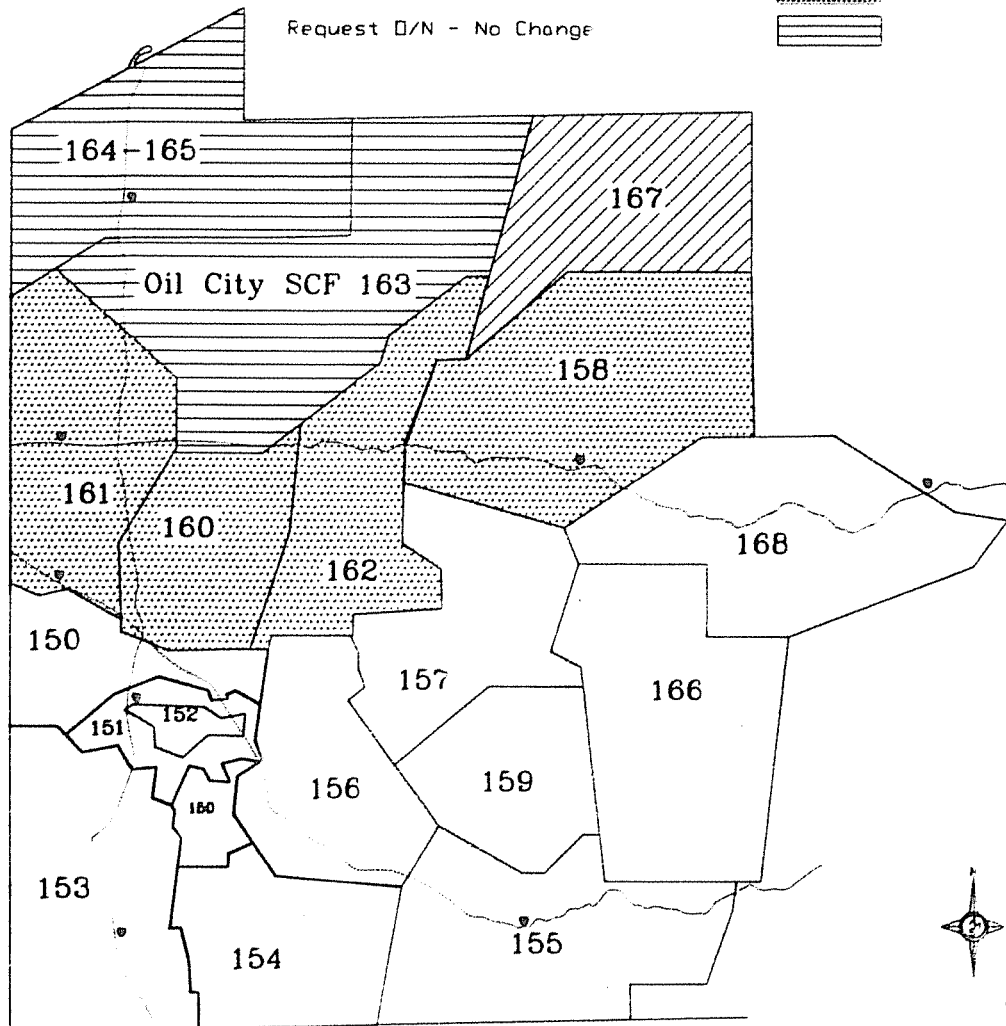
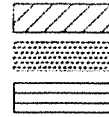


# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS OIL CITY 163 DESTINATING

Request 2-Day Upgrade to D/N

Request D/N - No Change

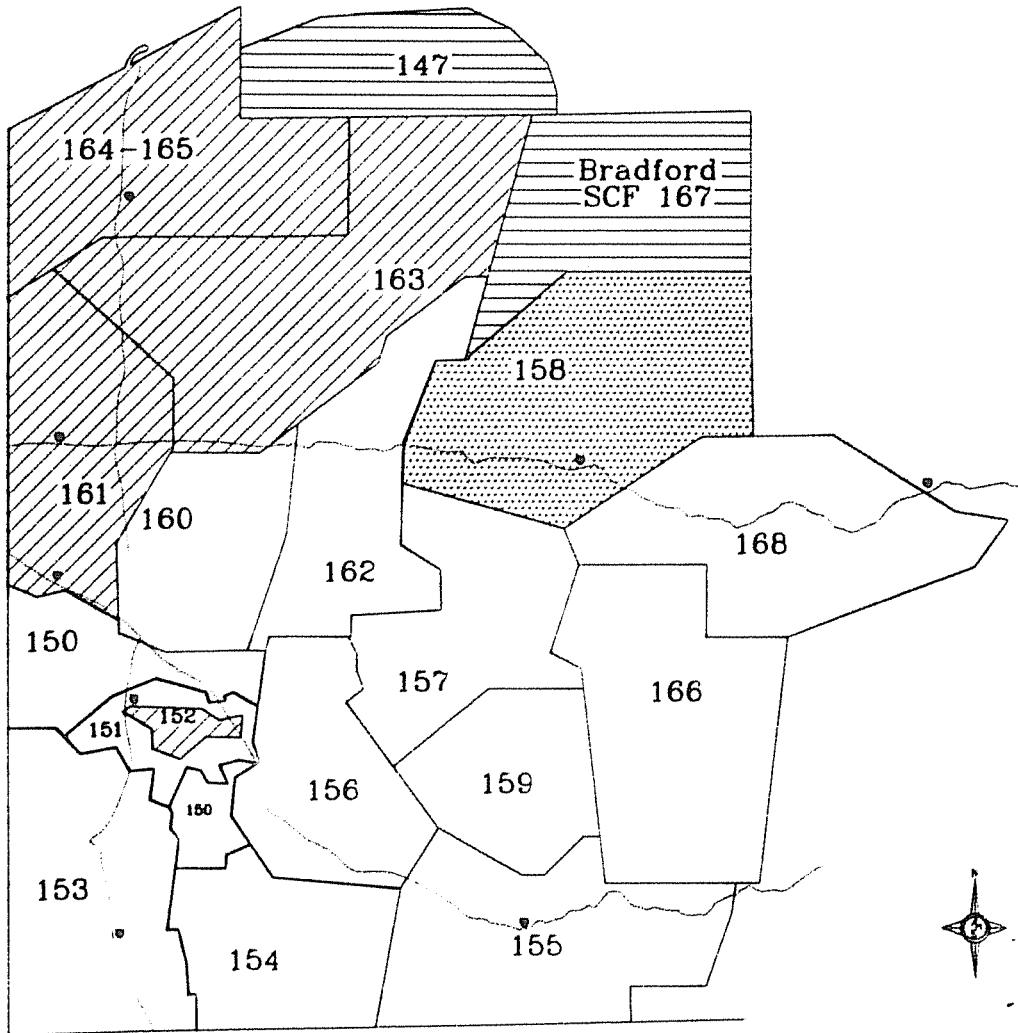


# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS BRADFORD 167 ORIGINATING

Request 2-Day Upgrade to D/N

Request D/N - No Change

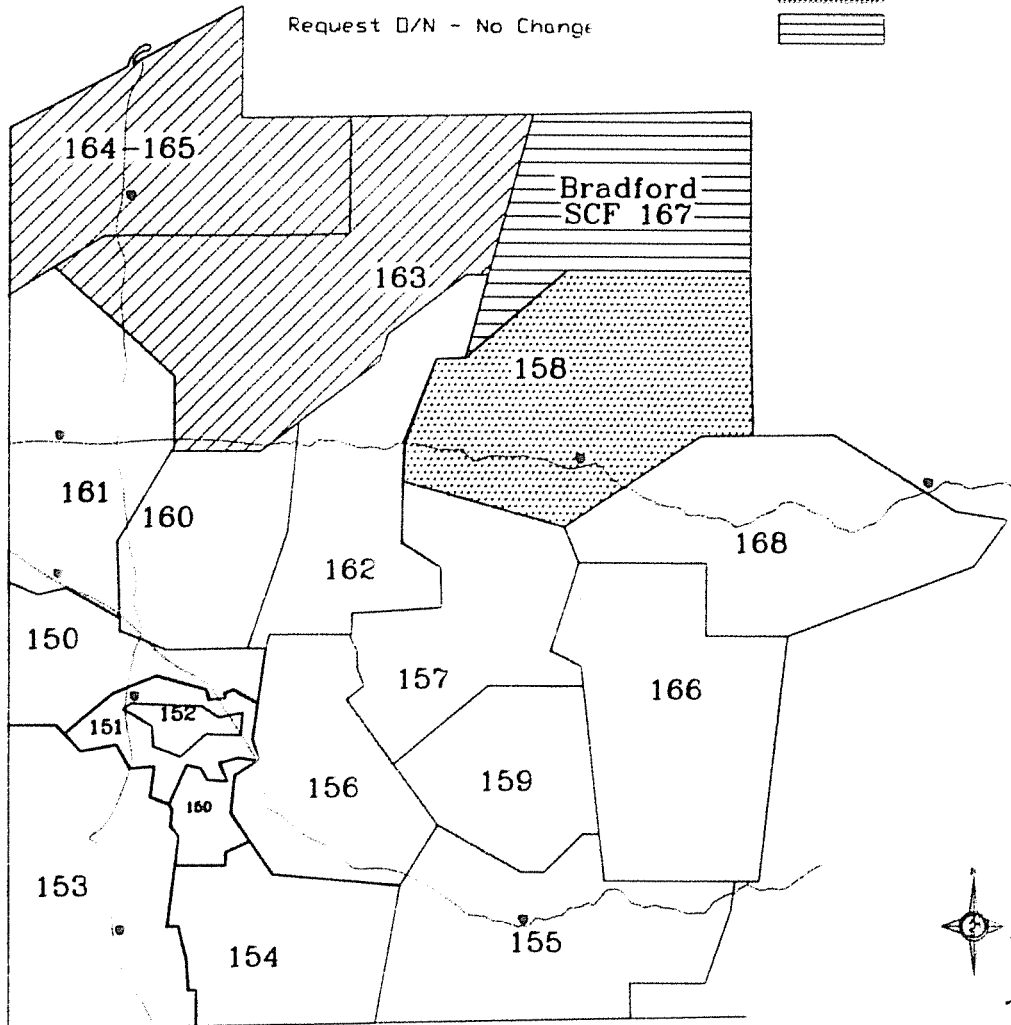
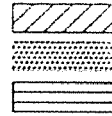


# Erie District Maps

## ERIE DISTRICT 3-DIGIT ZIP AREAS BRADFORD 167 DESTINATING

Request 2-Digit Upgrade to D/N

Request D/N - No Change



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## Current Mail Processing Equipment

Erie	NEW CASTLE	JOHNSTOWN	DuBOIS	BRADFORD	OIL CITY
AFSM 100	AFSM 100	AFSM 100	MPBCS 1	CSBCS 1	CSBCS 1
DBCS 1	DBCS 1	DBCS 1	CSBCS 1	CSBCS 2	CSBCS 2
DBCS 2	DBCS 2	DBCS 2	CSBCS 2	CSBCS 3	CSBCS 3
DBCS 3	DBCS 3	DBCS 3	CSBCS 3		CSBCS 4
DBCS 4	DBCS 4	DBCS 4			
DBCS 5	DBCS 5	MPBCS 1			
DBCS 6	MPBCS 1	MPBCS 2			
DBCS 7	MPBCS 2	MLOCR 1			
MPBCS 1	MLOCR 1	AFCS 1			
MLOCR 1	AFCS 1	AFCS 2			
MLOCR 2	AFCS 2				
AFCS 1					
AFCS 2					

This represents current equipment. Under the proposal the Westinghouse MPBCS from Dubois would be removed, and Dubois Bradford and Oil City would be CSBCS only sites.

SCF 167	
16701	Bradford
16720	Austin
16724	Crosby
16725	Custer City
16726	Cyclone
16727	Derrick City
16729	Duke Center
16730	East Smethport
16731	Eldred
16733	Hazel Hurst
16734	James City
16735	Kane
16738	Lewis Run
16740	Mount Jewett
16743	Port Allegany
16744	Rew
16745	Rixford
16746	Roulette
16748	Shinglehouse
16749	Smethport
16750	Turtlepoint
Total 21	

SCF163	
16301	Oil City
16311	Carlton
16312	Chandlers Valley
16313	Clarendon
16314	Cochran
16316	Conneaut Lake
16317	Cooperstown
16319	Cranberry
16322	Endeavor
16323	Franklin
16326	Fryburg
16327	Guys Mills
16328	Hydetown
16329	Irvine
16331	Kossuth
16332	Lickingville
16333	Ludlow
16334	Marble
16335	Meadville
16340	Pittsfield
16341	Pleasantville
16342	Polk
16343	Reno
16344	Rouseville
16345	Russell
16346	Seneca
16347	Sheffield
16350	Sugar Grove
16351	Tidoute
16352	Tionesta
16353	Titusville
16354	Townville
16360	Tylersburg
16361	Utica
16362	Venus
16364	Warren
16365	West Hickory
16370	Youngsville
16371	Clintonville
16372	Emlenton
16373	Kennedell
16374	Lamartine
16375	Total 43

SCF158	
15801	DuBois
15821	Benezett
15823	Brockport
15824	Brockway
15825	Brookville
15827	Byrnedale
15828	Clarrington
15829	Corsica
15831	Dagus Mines
15832	Driftwood
15834	Emporium
15840	Falls Creek
15841	Force
15845	Johnsonburg
15846	Kersey
15847	Knox Dale
15848	Luthersburg
15849	Penfield
15851	Reynoldsville
15853	Ridgway
15856	Rockton
15857	Saint Marys
15860	Sigel
15861	Sinnamahoning
15863	Stump Creek
15864	Summerville
15865	Sykesville
15866	Trouville
15868	Weedville
15870	Wilcox
Total 30	

## **POLICY FOR REQUESTING A SERVICE STANDARD CHANGE**

All requests for Service Standard changes must be submitted to the following:

**Manager, Integrated Networks Development  
USPS Headquarters; Room 6800  
475 L'Enfant Plaza SW  
Washington, DC 20260-6800**

### **POLICY PURPOSE**

This policy sets forth the process to request a change to a Service Standard between an origin and destination three-digit ZIP Code pair for all classes of mail except Express Mail. The Service Standards between Origin and Destination pairs will be maintained in the Service Standard Directory (SSD) in the Corporate Information System (CIS). The Service Standards in the Service Standard Directory will be used to support external and internal service performance measurement systems and postal publications.

### **DEFINITIONS**

- **Service Standard**  
An expectation by the Postal Service to deliver a piece of mail to its intended destination within a prescribed number of days, after proper deposit by the customer.
- **Service Standard Directory**  
A CIS database which contains the Service Standards between three-digit ZIP Code Origin and Destination pairs within Postal Distribution Facilities for all classes of mail except Express Mail. The Service Standard Directory is updated on a quarterly basis and the Service Standards are used by internal and external postal service performance measurement systems.

### **GENERAL INFORMATION**

- Submissions requesting Service Standard changes of any type must include with the documentation the approval of the Vice President (or a direct-report designee Manager) of the Area responsible for the origination of the request.
- Submissions must include written input, either positive or negative, from the Vice President (or a direct-report designee Manager) of any other Area(s) being impacted by the proposed changes in Service Standards. The concurrence of the other involved Area(s) does not mean automatic approval of a request, nor does a dissenting opinion mean that the request will be automatically denied.
- A poor service performance trend (either EXFC or ODIS), by itself, is not adequate justification to make changes to Service Standards. The frequently

seen assumption that "moving overnight offices to 2-day standards may result in higher ODIS/EXFC performance scores", is probably accurate. However, making such a change under the guise of "improving service" or "leveling service", without other supporting documentation to operationally justify the change, is considered numerical manipulation and will not result in the approval of the requested change. The office of Integrated Networks Development is not adverse to implementing Service Standard changes, including downgrades, but they must be supported by adequate documentation showing specific support and justification for *necessitating* such a change, rather than just providing a record of poor overall service performance between 3-digit offices.

- Originating Service Standards cannot differ among 3-digit ZIPs processed in the same origin plant, i.e. if 210-211-212 are all processed and canceled in the same plant, then they must have the same Originating Standards, since they are commingled. Only if 212 were to be isolated and processed separately (with its own postmark) it would be possible for it to have standards different from 210-211. Destinating 3-digit ZIPs, however, may be able to have different standards even if processed in the same plant, as is sometimes the case with destinating offices identified as ID cities.
- Unless unusual circumstances exist, Service Standard changes will only be implemented concurrent with the beginning of a Postal Quarter. For this reason, requests and supporting documentation should be received in the office of Service Policies & Programs at least four weeks before the end of a Postal Quarter in order to be considered for the next change window.

### **SUBMISSION REQUIREMENTS**

The office of Integrated Networks Development will gladly entertain proposals for Service Standard adjustments or realignments, as long as they are accompanied by documentation which:

- a) shows that the existing standard shown in the Service Standard Directory is an apparent error due to obvious conflicts with logistics and operational parameters or other existing standards**

*There is a conflict with Erie District current operational standards, in that the SCF's in question (SCF158 Dubois, SCF163 Oil City and SCF167 Bradford) did not have the volumes to justify automated equipment for processing originating mail. Consequently as our plants received automated equipment such as the AFCS and RBCS, originating mail from the smaller SCF's were moved into the plants so the mail could be ID-tagged, Image Lifted and fully automated. This was operationally practical to upgrade the low originating volumes, and get that mail into the automation mailstream right away. Because SCF163 (Oil City) and SCF167 (Bradford) originating volumes are processed in Erie, their service standards need to match those of SCF164 (Erie). SCF158 (Dubois) originating is*

*being processed in Johnstown, and their service standards need to match those of SCF157 (Johnstown). Those are the service standard changes we are requesting.*

**or, if not falling into the category of (a) above, then provides all of the following:**

**b) explains how the change will help us meet the needs of the customer**

*Customers need to have a reasonable expectation of when a piece they mail will be delivered. Our current processing methods are complex, with mail for the same SCF being processed in multiple facilities. Consolidating all these processes into our plants will stabilize service, so the customer will know their mail will consistently be delivered on time.*

**c) shows how such a change will improve customer satisfaction**

*With the complex processing plans we use now, which we know are inconsistent, customer satisfaction is actually quite reasonable. Their CSM scores on the questions concerning confidence that your mailpiece will be delivered, and how long it takes to send mail locally and to other areas are very similar to our other SCF's that don't have complex processes. Stabilizing the mailstream would be reasonably expected to increase scores. [TAB 12]*

**d) reflects the current NASS routings for the mail in question and provides the NASS routings planned to be used if the change is approved**

*NASS routings provided. Minor transportation changes within the Erie District will be requested, no changes in transportation outside the District. The mail to these SCF's all goes through ADC Pittsburgh and AADC Pittsburgh. The only change will be which truck Pittsburgh dispatches the mail on. Current routing and proposed transportation in tabs 14-19. Net transportation savings estimated at \$750,000/year.*

**e) reflects all the projected volumes being impacted by the proposal using the most recent Fiscal Year (FY) Average Daily Volume (ADV) statistics available in ODIS (or uses the ADV data for the most recent 13 Accounting Periods)**

*The projected volumes were all developed from the FY 03 ODIS data (all 4 quarters). All impacted volumes are on TAB 7. Upgraded volumes will exceed downgraded volumes by over 7,000 a day on average.*

- f) clearly defines any labeling changes which might be required to support the change**

*No label changes will be required. All mail will continue to be routed through Pittsburgh and dispatched on Erie District transportation. The Labeling change form is enclosed as well [TAB 22], showing no changes requested.*

- g) includes a narrative explaining the rationale behind the request**

*For the overall narrative see the Executive Summary. For more detail on the changes we want to implement in our smaller SCF's see TABS 3-5.*

Since each request is judged on its own merits and Service Standard reciprocity is no longer a factor in establishing or changing a Service Standard, there is no specific formula which needs to be included in the justification narrative. However, when preparing such a narrative, some of the issues which might appropriately be addressed are as follows:

- ◆ **Does adequate transportation exist to support the current Service Standards? If not, is it feasible to establish such service in order to meet the existing Service Standard?**

*We have current transportation between the SCF's (158, 163 and 167) that we want to downgrade to overnight. Because of the distances involved the transportation is costly for very low volumes, as discussed in the narrative.*

- ◆ **Is the proposed change consistent with the most current "Customer Needs" information that may be available in Product Management or Consumer Affairs?**

*We believe these changes will be consistent with the current focus on customer needs.*

- ◆ **Will the desired change have a positive impact on the Customer Satisfaction level or the public perception of our performance?**

*These changes should have a positive impact on customer satisfaction, as the communities that the customers see upgrades to are communities they have more in common with, while those they lose overnight commitments to are not communities of interest to them.*

- ◆ **Will the change potentially have a negative public relations impact or create a political inquiry?**

*No negative public relations impact is expected. The changes to the staffing (reducing complement in Dubois and increasing it in Johnstown) would have the potential to generate a political inquiry.*

- ♦ **What general impact will the requested change have on Operating Plan CET's & CT's, Transportation schedules, Delivery and Collection operations, DOV's, the transportation mode being used, the origin and destination processing windows for the mail class involved, Mail Processing operations, and on downstream Delivery operations.**

*There will be no impact on our plant Operating Plan CT's and CET's. Some delivery units in SCF 163 (Oil City) will receive mail earlier allowing them to deliver to the customer earlier.*

### **APPEAL**

Appeals regarding a Service Standard change request denial will be considered when submitted within 30 days of the denial notification. All appeals should be addressed directly to the Manager, Integrated Networks Development.

**TRANSPORTATION FIELD SUPPORT  
NATIONAL DISTRIBUTION CHANGE REQUEST**

Instructions for completing this form are contained on page 4. Each item number listed below has a corresponding instruction. This form, and any required supporting documentation, must be submitted by the Area DNO for all national distribution change requests.

1. Date Submitted: 3/8/2004 2. Proposed Effective Date\*: 4/1/2004  
 3. Area: Eastern  
 4. Contact: Joe Cammisa 5. Title: Manager, In-Plant Support Erie District  
 6. Phone: 814-836-7222

7. Indicate National Distribution Labeling List(s) Affected: None

8. Label Change Only: Yes ☐ No ☐  
 Make selection(s): (a) National Distribution ☐ (b) DMM ☐ (c) Both ☐  
 (\*If "yes", complete #1-8, 16 and 19 for National Distribution. For DMM label changes, complete #1-8 and appropriate section on Attachment A.)

9. Correction to a previously authorized national distribution and/or routing change. Yes ☐ No ☐  
 Yes ☐ Logistics Order #  Issue Date:   
 (If no, complete all appropriate sections for requested change. If yes, provide logistics order number, issue date and complete sections 1-9 & 16.)

10. Temporary Distribution Change: Yes ☐ No ☐  
 Duration: From:  To:

11. For all distribution changes, briefly state conditions precipitating request for change:  
 Requested Service Standard changes will impact routing through Pittsburgh. No other changes requested.

12. Type of Change:

13. Specific Change/Action Requested (Explain):

14. National Service Standards Impact? (Explain response): Yes

SCF 158 (Dubois) Service Standards will be changed to match the Johnstown SCF's (155, 157, 159) to allow all SCF 158 Processing to be done in the Johnstown P&DF. SCF 163 (Oil City) and SCF 167 (Bradford) will be changed to match the Erie SCF's (164, 165) to allow all SCF 167 and 163 mail to be processed in the Erie P&DF.

REDACTED

16. Complete for all distribution changes (including "label only" changes).  
 Affected Labeling List:

From:

AREA	NASS CODE	FEDEX CODE	NON-FEDEX CODE	LABEL	CONTENTS
No changes					

To:

AREA	NASS CODE	FEDEX CODE	NON-FEDEX CODE	LABEL	CONTENTS
No changes					



Instructions: Use this page for additional distribution/labeling changes.

From: \_\_\_\_\_

[illegible]

AREA	NASS	FEDEX	NON-FEDEX	LABEL	CONTENTS
------	------	-------	-----------	-------	----------

101 Affected Labeling List

**From:** \_\_\_\_\_

[illegible]

AREA	NASS	FEDEX	NON-FEDEX	LABEL	CONTENTS
------	------	-------	-----------	-------	----------

46 Affected Labeling List

**From:**

[illegible]

AREA	NASS	FEDEX	NON-FEDEX	LABEL	CONTENTS
------	------	-------	-----------	-------	----------

10.1 Affected Labeling List:

**From:**

---

AREA	NASS	FEDEX	NON-FEDEX	LABEL	CONTENTS
------	------	-------	-----------	-------	----------

COMMENTS:

\_\_\_\_\_

<b>17. Complete for requesting a new, or deleting an existing national distribution separation.</b> (Provide information for all that apply to the requested addition or deletions. See instructions for #17).					
NASS Code	Area	FedEx Airstop	Non-FedEx Airstop	Label to:*	ZIP Codes
<i>*For Express Mail use Night-Turn Network Collector Label information.</i>					
<b>18. Destinating Inter- Area Distribution Volume Impact (for each requested separation):</b> (Refer to Attachment B – Corporate Information System Instructions)					
OLD			NEW		
Total ADV	Inter Area		Total ADV	Inter Area	
	ADV	%		ADV	%
<b>19. AREA APPROVAL:</b>					
_____ Manger, Distribution Networks			_____ Date		
<b>20. HEADQUARTERS ACTION:</b>					
_____ Approved					
Effective Date of Distribution Change Request (See Note)*: _____					
_____ Partial Approval    _____ Disapproved    _____ Returned for further action    _____ Other					
<b>Explanation:</b> _____ _____ _____ _____ _____ _____ _____					
_____ Manager, Transportation Field Support			_____ Date		

**TRANSPORTATION FIELD SUPPORT  
NATIONAL DISTRIBUTION CHANGE REQUEST**

**INSTRUCTIONS FOR PREPARING THE DISTRIBUTION CHANGE REQUESTS FORM**

(All field requests for national distribution changes must be submitted by the Area DNO.)

1. Enter the date "submitted" not the date prepared unless they are one in the same.
2. Select and enter the date the requested change is to be effective based on the Logistics Order Issuance Schedule.
3. State Area name.
4. Name of Area person submitting proposed national distribution change requests to Transportation Field Support.
5. Title of person submitting request.
6. Office phone number of person submitting request.
7. Indicate all national distribution labeling list(s) affected by this request (i.e. Express Mail, Priority, ADC, AADC, FIM, etc.).
8. Label change "only" means requested change is to the label name/wording only (no changes to NASS Code, air stops, ZIP Code/ZIP contents, etc.).

**"YES" response:** Complete numbers 1-8 (include #9 if this is just a correction) for both national distribution and DMM label changes in addition to the following:

- Check (a) for a "label only" change that affects a National Distribution Labeling list (Express Mail, Priority, ADC, AADC, FIM, etc.) and additionally complete #16 and 19;
- Check (b) for a label only change that affects a DMM Lists/scheme (i.e. BMC, AFS, ADC, etc.) and complete appropriate section on Attachment A.
- Check (c) if label change affects National Distribution Labeling and DMM lists. Additionally complete #16 for national labeling list changes and appropriate section on Attachment A for DMM label changes.
- Submit request form to Manager, Transportation Field Support.

**"NO" response:** Indicates that change may include, but is more than a "label only" change. Check (a), (b), or (c); complete appropriate section on Attachment A for DMM changes; and complete the remaining applicable numbers on this form (9-19) as they apply to the national distribution change(s) being requested. Refer to instructions associated with each number for guidance.

9. Self-explanatory. If response is no, proceed with completion of all sections applicable to requested change. If yes, complete instructions as indicated on form and submit request form to Manager, Transportation Field Support..
10. If answer is "yes", provide duration of change (i.e., begin and end dates)
11. Briefly explain situation giving rise to need for requested national distribution change. **Examples:**  
Special campaign – VISA Lottery, change due to natural disaster/emergency conditions, holiday holdouts, change in distribution/ZIP Code separation for service improvement; facility closings; new postal/contract facility openings; operational/processing realignments, etc.
12. Enter type of change (i.e. distribution separation, air stop, ADC, ZIP Code range/contents, add/delete distribution separations, etc.).
13. Briefly explain the current situation and the specific change being requested for remedy/correction.
14. Explain any impact or reason for "non-impact" (a "no" response) to National Service Standards.
15. Support response with quantifiable data.
16. Self-explanatory. Use 16a - 16d for national distribution requests that affect more than one labeling list.
17. For requests to add new or delete current national distribution separations, use matrix below for specific information required (indicated by "x") to complete table for #17 for the respective distribution category.

Distribution Category	NASS Code	Area	FedEx Airstop	Non-FedEx Airstop	Label To	ZIP Codes
Express		X	X	X	X	X
Priority	X		X		X	X
ADC	X		X			X
Periodicals	X				X	X
Standard	X				X	X
AADC	X				X	X
FIM	X				X	X
IPF	X				X	X
PF	X				X	X

18. Self-explanatory. Data for this section is to be obtained from the Corporate Information System (Instructions in Attachment B).
19. Self-explanatory.
20. Headquarters use only.

**Note:** Unless otherwise specified, the effective date of approved changes will correspond to the effective date of the next logistics order to be issued based on the Logistics Orders Issuance Schedule.